



City of Culver City

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Staff Report

File #: 19-763, **Version:** 1

Item #: C-7.

CC - (1) Approval of a Professional Services Agreement with JAS Pacific for Contract Building Official Services for a Not-to-Exceed Amount of \$130,000; and (2) FOUR-FIFTHS VOTE REQUIREMENT: Approval of a Related Budget Amendment.

Meeting Date: January 28, 2019

Contact Person/Dept: Lisa Pangelinan/CDD
Sol Blumenfeld/CDD

Phone Number: (310) 253-5700

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Public Hearing: ☐ **Action Item:** ☒ **Attachments:** ☐

Commission Action Required: Yes ☐ No ☒ **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (01/23/19);

Department Approval: Sol Blumenfeld, Community Development Director (01/22/19)

RECOMMENDATION

Staff recommends the City Council (1) approve a professional services agreement with JAS Pacific for contract Building Official services in an amount not-to-exceed \$130,000; and (2) approve a related budget amendment (**requires a four-fifths vote**).

BACKGROUND/DISCUSSION

With the recent resignation of the Building Official in December 2018, it is necessary to obtain interim contract assistance and commence recruitment to permanently fill the position. The interim Building Official position will be filled immediately and is expected to work for approximately five months while a permanent recruitment for the position is underway. The contract Building Official will serve as the City's Building Official and supervise the Building and Safety Division staff, assess inspector and public counter staff workload, continue coordinating the implementation of the Permit Center, and review building plans as necessary to ensure compliance with the California Building Code and Culver City Municipal Code.

In addition to the on-going Division work, the interim Building Official will assist with completing the Soft Story Study and other special projects and will report directly to the Community Development Director. Staff is requesting the City Council approve a professional services agreement with JAS Pacific for a not-to-exceed amount of \$130,000.

FISCAL ANALYSIS

There is \$95,000 in salary savings in the Building Safety Division to fund part of the contract. The City Council will need to approve use of these funds and appropriate \$35,000 from the General Fund Unappropriated Reserve into Account 10150150.619800 - Other Contractual Services in order to continue funding the contract and include an Interim Building Official. The Budget Amendment requires a 4/5ths vote of the City Council.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve a professional services agreement with JAS Pacific for contract Building Official services for an amount not-to-exceed of \$130,000;
2. Approve a related budget amendment (***requires a four-fifths vote***);
3. Authorize the City Attorney to review/prepare the necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.